

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE



COUNTY OFFICE BUILDING
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VACANCY ANNOUNCEMENT

RECOVERY CENTER COORDINATOR

(*COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com/>)*

Madison County seeks a full-time Recovery Center Coordinator responsible for overseeing the daily operations of the Recovery Center including personnel, program and financial decisions pertaining to the center. The incumbent reports to the Advisory Board and consults with the Director of Community Mental Health Services to ensure the Center is meeting community needs as well as meeting established program goals and objectives. The work is performed under the direct and administrative supervision of the Director of Community Mental Health Services with leeway allowed for the exercise of independent judgment in carrying out details of the work. Direct supervision is exercised over Peer Specialists. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid, or its part-time equivalent, supervisory experience.

SPECIAL REQUIREMENT: Possession of a New York Certified Peer Specialist certification is required at time of application (**submit copy with application**) and maintenance of said certification for the duration of appointment.

NOTE: Candidates must possess a valid NYS Driver's License at the time of application and maintenance of said license for the duration of appointment.

*****THIS IS A TESTED CIVIL SERVICE POSITION*****

2021 Hire Rate: \$22.45/hr (37.5 hrs/wk).

Application Deadline: 09/16/2021

EOE